

**Record of Decision**  
**Joint Management Committee - SHCC WebEx Meeting**  
**December 2 2020**

**Chair: John Cummings (PE)**

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| **Participants:** | **Jurisdiction** |
| Stephen Smith / Cassandra Sullivan | BC |
| Pat Martz | AB |
| Jillian Code / Flo Woods Anna Grumbly / Helen Flengeris | SK |
| Vicki Toews / Jennifer Wood | MB |
| Patrick Byam  Irene Lai / Gobi Jeyaratnam / Gianoulis Korinis | ON |
| Craig Caldwell Jeff Leblanc / Sylvia Reentovich | NB |
| Steve Machat / James Shedden | NS |
| John Cummings / Sterling Carruthers | PE |
| Brian Evans / Peggy Orbasli | NL |
| Charlotte Borg / Shara Bernstein | NU |
| Alana Kronstal / Kaitlynn Dewhirst | NT |
| Liza Manolis  Ian Parker / Brenda Jenner | YT |
| Sally Scott Stéphanie Arbez / Adrian Puga / Suzy Wong | PHAC |
| **Secretariat** | |
| Susan Hornby / Craig Watson |  |



Record of Decision

1. Welcome and Roll Call

John welcomed all to the call.

1. Review and Approval of Agenda

The agenda was approved as written.

1. Review and Approval of Management Committee Draft Record of Decision - June 5 2020 WebEx Meeting  
     
   The Record of Decision of the June 5 2020 WebEx meeting was approved as written.
2. Mandate Renewal: Update  
     
   To date, signed agreements for the next mandate have been received from BC, Alberta, Saskatchewan, Manitoba (effective December 2), Nova Scotia, PEI, Nunavut, Northwest Territories, and Yukon. New Brunswick has submitted a signed agreement from one Ministry. PEI is waiting for signed agreements (from both Ministries) from Ontario and Newfoundland and Labrador.
3. **Annual Work Plan 2020-2021**  
     
   ● Terms of Reference - School Health Coordinators’ Committee  
     
   The Terms of Reference for the School Health Coordinators’ Committee were last approved by Management Committee in 2017. As a result of the changes to the new mandate for 2020-2025, there are several pieces in the Terms of Reference that require some modification and updating. The Terms of Reference was sent out to the Management Committee for review as part of this meeting’s package, with applicable track changes noted in the document.   
     
   Action:   
   Management Committee to provide approval of changes and/or feedback to the SHCC Terms of Reference by December 10.  
     
   ● Work Plan Priorities - Fall 2020  
     
   Susan updated the Management Committee on the status of the JCSH Annual Work Plan 2020-2021, the progress/direction for the fall 2020 priorities, and reviewed pertinent action items from the Work Plan on which the Secretariat has been actively moving forward.  
     
   Susan updated the Management Committee on the suggestion (from the November SHCC meeting) of forming specific task groups (made up of SHCC members and the Secretariat). It was determined that these Task Groups would be extremely beneficial, and key to moving some of the bigger JCSH Work Plan priorities forward (i.e., Autumn 2020 Work Plan Action Priorities Task Group, JCSH Project 2020-2021 Task Group, Healthy School Planner Task Group).   
     
   Regarding the Project Task Group, JCSH has a project budget for this fiscal year of $50,000 - the portion of PHAC’s share of the surplus not allocated for operations. These funds will need to be spent prior to the end of the fiscal year (March 31, 2021), and this task group will explore a project that can be well underway/completed in a short period of time for this funding amount. Based on jurisdictional feedback, the consensus was to use to use the funds to start work on Substance Use Knowledge Summaries, related to students and youth in the school setting.   
     
   Decision:   
   The Substance Use Knowledge Summaries have been approved for PHAC funding ($50,000).  
     
   As part of the Work Plan, it was also noted that several JCSH Resources (Healthy School Planner, Positive Mental Health Toolkit, etc) require review, discussion, and decisions regarding future direction. More specially, a main priority that requires budget consideration is the Healthy School Planner, as there are a few urgent considerations: the web platform is outdated and requires that the Planner be moved, and there is no science lead following the closing of the Propel Centre at University of Waterloo in 2019. In addition, if the Planner continues, user feedback suggests that content changes be made to make it relevant to various communities/easy to complete.   
     
   Decision:

The Healthy School Planner Task Group will make recommendations on a path forward for the Planner. The approach will be finalized at the joint MC-SHCC meeting in January, 2021 and work will be approved, if required.  
  
● Joint MC / SHCC Task Groups  
  
The Project Task Group has a number of School Health Coordinators and, in order to action this project, 1-2 Management Committee representatives are required. Similarly, The Healthy School Planner Task Group also has a number of School Health Coordinators and, ideally, 1-2 Management Committee representatives are required to action this project.  
  
Action:   
Management Committee members who are interested and able to support either of the Task Groups are asked to please to email their intent to Susan by December 10.  
  
Decision:   
Task Groups will meet and provide recommendations to the Management Committee by January.

1. Budget 2020-2021  
     
   John updated the group on the current status of the JCSH’s operating budget. The new mandate has a budget of $250,000. To date, with all expenses taken into account, the operating budget is meeting the current needs of the JCSH.  
     
   Outstanding from the June Management Committee meeting are the job descriptions and roles/responsibilities for the two current positions within the Secretariat.  
     
   Action:   
   John Cummings will work with HR to provide the Secretariat job descriptions to the Management Committee. Saskatchewan has already provided description suggestions/feedback, and these will be included.
2. Identification of Emerging Trends - MC / SHCC Roundtable  
     
   BC  
   Throughout BC’s public health infrastructure, there has been analysis happening around the unintended consequences of the COVID-19 pandemic. More specifically, the analysis looks at what impact the infection prevention and control strategies have had on the health and well-being of the population. Children and youth within the school setting have been a key focus of this analysis - with an emphasis on mental health and well-being, and sedentary behavior/lack of opportunity for physical activity.  
     
   Work is currently underway on a new Physical Activity prototype, with the intention that it will replace the old initiative - “Action Schools BC.” Face-to-face work (i.e., training, delivery, workshops, etc) with the prototype had to be rescheduled, given implications of the COVID-19 pandemic.  
     
   PHAC  
   The Division of Children and Youth is currently working within the reporting cycle process for the United Nations Convention on the Rights of the Child. A list of issues has been received from the UN Committee, and stakeholder sessions with civil society organizations are being held to garner input on different areas of priority. Work is being done on comprehensive sexual reproductive health - more specifically with the LGBTQ community and other vulnerable populations. In conjunction with Women and Gender Equality Canada, work is currently underway on bullying prevention, and on gender-based violence. Work at the federal level also continues on the Disability and Inclusion Action Plan, as well as the Indigenous early learning and childcare file - which will benefit Indigenous early learning and childcare educators, along with educators who provide support for the Community Action Program for Children, and the Canada Prenatal Nutrition Program.

SHCC (General)  
In an effort to ensure that SHCC meetings / meeting agendas are as efficient and valuable as possible for SHCC members, month-to-month meeting formats will be modified, beginning in January of 2021 - whereby one monthly meeting will be content heavy, with robust agendas, followed the next month by a presentation-focused meeting, with guests presenting on various / relevant topic areas. The presentation-focused meetings will allow for a wider audience, with SHCC members being able to invite key colleagues and stakeholders to participate in these meetings accordingly - thereby showcasing the work of the JCSH.

1. Next Meeting

January 18 2021

1. Adjournment